

Resume Checklist

- **BRAINSTORM.** Think about what you have done and what type of skills you have. Write down every activity you have been involved in and at least three skills you gained from each activity.
- **IDENTIFY ACTION VERBS.** Action verbs describe what level of skills you have obtained as a result of your experience. Be sure you know the exact meanings of the words you are using and use various selections. Choose precise and concrete words. Employers may use computer searches to look up keywords in the resumes that have been scanned into their files.
- **DECIDE ON A STYLE.** There are many different styles of resumes. The most common types of resumes are chronological and functional. A single page is highly suggested, however definitely no more than two pages. Have fun and be creative but make sure your resume is neat and easy to read. Use a clear and simple font in a 10 to 14 point style.
- **MAKE YOUR RESUME VISUALLY APPEALING.** White space is good. Use it to make your resume stand out. It is okay to use boldface, bullets, and capitalization as a means of emphasizing certain parts of your resume. However, be consistent in your use of these techniques. Does your name stand out, and is your current and permanent address easily identifiable? Choose headings that represent the information you feel is important.
- **WRITE.** Tailor your resume to specific job openings. If you've included an objective is it clearly stated or should it instead be included in a cover letter? List your education, work experience or related experiences, and other activities. You may choose to include headings such as computer experience, teaching experience, language skills, honors and recognitions, international education, and/or skills. Always start with your present experiences and work back to the past. Do not use "I" statements; it is implied throughout. Specify quantities, amounts, or dollar values where they enhance the description of what you did. Be as detailed as you can about your experience while remaining concise. Do not include unnecessary personal information such as height, weight, or age unless applicable to the position you are applying for.
- **REVISE.** Be sure phrases and paragraphs are short and to the point. Use indented or bulleted statements when appropriate rather than complete sentences. Does your resume highlight your strengths? Does it give the impression you want employers to have? Prioritize information and put the strongest statements first. Be sure your resume has no errors! Have others proofread it for you. Update your resume regularly.
- **PRINT.** Use white paper with minimal textures. This will allow your resume to be more easily read, copied and scanned. Be sure to print your resume on a high quality laser printer.

Include a cover letter with your resume whenever emailing or mailing it. Not all on-line applications require a cover letter. It is best to check on a case by case basis.

On your resume, **POWER VERBS** demonstrate

❑ Leadership, Decision-Making, and Management Skills

Allocated	Determined	Directed	Elected	Enlisted	Formed
Founded	Governed	Hired	Initiated	Inspired	Led
Managed	Motivated	Operated	Oversaw	Pioneered	Presided
Produced	Recruited	Represented	Selected	Sponsored	Staged
Started	Supervised				

❑ Communication Skills

Acquainted	Apprised	Answered	Briefed	Conducted
Contacted	Demonstrated	Drafted	Educated	Explained
Familiarized	Handled	Informed	Instructed	Introduced
Lectured	Listened	Presented	Reported	Responded
Spoke	Summarized	Taught	Trained	Translated

❑ Ability to Sell or Convince

Arbitrated	Convinced	Dissuaded	Encouraged	Marketed	Mediated
Negotiated	Persuaded	Promoted	Publicized	Resolved	Sold
Secured	Solicited				

❑ Ability to Create or Innovate

Authored	Conceptualized	Created	Composed	Designed
Devised	Established	Invented	Originated	Revolutionized

❑ Analytical or Research Skills

Analyzed	Assessed	Audited	Compiled	Consulted	Detected
Discovered	Documented	Edited	Evaluated	Examined	Gathered
Identified	Interpreted	Interviewed	Researched	Searched	Surveyed
Tested					

❑ Counseling, Helping, or Mediating Skills

Aided	Attended	Assisted	Collaborated	Contributed	Counseled
Comforted	Facilitated	Fostered	Guided	Helped	Mentored
Provided	Settled	Supported	Tutored	Treated	

❑ Administrative, Organizational, and Follow-Through Skills

Arranged	Assembled	Collected	Centralized	Coordinated	Catalogued
Distributed	Disseminated	Enforced	Executed	Formalized	Implemented
Installed	Maintained	Organized	Planned	Prepared	Processed
Routed	Recorded	Reorganized	Scheduled	Updated	

❑ More Useful Power Verbs

Adopted	Attained	Augmented	Awarded	Boosted	Broadened
Built	Calculated	Catered	Decreased	Developed	Ensured
Eliminated	Exceeded	Excelled	Expanded	Expedited	Fabricated
Financed	Gained	Generated	Improved	Increased	Launched
Mastered	Modernized	Published	Raised	Reconciled	Reduced

JOE C. COBBER

PO BOX 1234 • CONCORDIA COLLEGE • MOORHEAD MN 56562
PHONE (218) 299-5678 • E-MAIL JCCOBBER@CORD.EDU

SUMMARY OF QUALIFICATIONS

Strong desire to succeed as a role model and mentor for residence hall students. Experienced youth worker with a strong commitment to the integration of faith and learning. Excellent listening and public speaking skills.

EDUCATION

Concordia College, Moorhead, MN expected graduation May 2008
Computer Science and Communications, BA Degree

- 3.0/4.0 GPA

WORK EXPERIENCE

Admissions Assistant 9/2005-present
Concordia College Moorhead, MN

- File confidential material, write correspondence to individuals requesting information, make phone contact with prospective students, lead campus tours, and administer mailings.

Camp Counselor Summer 2005
Luther Crest Bible Camp Alexandria, MN

- Served as a role model for campers aged 10-17, planned and led small and large group activities including Bible studies, workshops, and campouts, worked collaboratively with other staff members.

Peer Counselor 9/2004-5/2005
Oak Grove Lutheran High School Fargo, ND

- Selected to serve as 1 of 5 peer counselors, organized buddy program for first year students and seniors, lead workshops on effective study habits and listening skills, counseled a variety of students on personal and academic concerns.

ACTIVITIES

- College: Gaming Club, staff writer for the Concordian, Habitat for Humanity volunteer
- High School: Yearbook Editor (2004-2005), Forensics Team (2003-2004)

References available upon request.

JANA B. ANDERSON

911 3rd Street
Moretown, MN 01234
(218) 555-1703
janander@cord.edu

EDUCATION

Concordia College, Moorhead, MN

Majors: Communications and Sociology, BA Degree - May 2008

Minor: Computer Science

GPA: 3.45/4.00

Leadership/Involvement

Concert Choir, varsity soccer, Student Leadership Council, New Student Orientation Communicator, Church Youth Days, Homecoming Committee, intramural sports

Honors

Dean's List, Omicron Delta Kappa Leadership Honor Society, Concordia Merit based Scholarship, Alliss Educational Foundation Scholarship, Periclean Honor Society, Sociology Honors Society

RELATED EXPERIENCE

DAKOTA HEARTLAND HEALTH SYSTEMS – Fargo, ND

Marketing/Human Resource Intern (*September 2005-Present*)

- Provide marketing support for Annual Employee Milestone Event
- Compiled a content analysis of 2005 DHHS press coverage in *The Forum*
- Assist in planning and implementation of promotional campaigns

COMO PARK CONSERVATORY – St. Paul, MN

Public Relations Intern (*May 2006-August 2006*)

- Researched and authored history booklet for the Conservatory's 80th Anniversary
- Published and distributed booklet to 15,000 patrons
- Served on 80th Anniversary taskforce with city leaders
- Co-directed planning for "Historic Jubilee" – 1200 patrons attended

CONCORDIA COLLEGE – Moorhead, MN

Research Assistant, Sociology, Department (*August 2004-May 2004*)

- Conducted research in the area of Gerontology
- Interpreted data for the presentation of a report to the Midwest Sociology Society's annual convention

Teaching Assistant, Office of Minority Affairs (August 2004-May 2005)

- Tutored minority students in various subjects, including sociology, mathematics, and methods of statistical research for the humanities

COMPUTER SKILLS

Experienced in Windows XP, Office 2003 (Word, Excel, PowerPoint, and Access) Familiar with Lotus 1 2 3, AmiPro, HTML, C++

REFERENCES

Available upon request

JANA B. ANDERSON

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Moretown, MN 01234
(218) 555-1703
janander@cord.edu

REFERENCES

Mr. John Doe

Employer
ABC Enterprises, Inc.
Street Address
City, State, Zip
Work: (XXX) XXX-XXXX
Home: (XXX) XXX-XXXX

Ms. Jane Green

Employer
JKL Enterprises, Inc.
Street Address
City, State, Zip
Work: (XXX) XXX-XXXX
Home: (XXX) XXX-XXXX

Ms. Jane Doe

Internship Supervisor
XYZ Company
Street Address
City, State, Zip
Work: (XXX) XXX-XXXX
Home: (XXX) XXX-XXXX

Mr. John Blue

Professor
Concordia College
901 8th Street South
Moorhead, Minnesota 56562
Work: (XXX) XXX-XXXX
Home: (XXX) XXX-XXXX

NOTE:

- **3-5 references are suggested**
- **DO NOT list references who have not given you their permission**